

NEXT STEP PROGRAM

Are you 15-19 years old?

Are you feeling lost and unsure of what your next move is?

Would you like to discuss industry training options?

Or simply get some advice on alternative study options?

Improve your chances of employment?

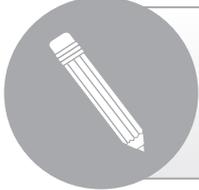
JobQuest offer 3 packages that assist young people to overcome life's hurdles and get on the right track to achieving their goals.

Book your 1st consultation for **FREE** to discuss your future with an experienced JobQuest Youth Consultant.

FREE Initial Consultation

- Identify your strengths
- Goal setting
- Choose a package that suits you...

+ Receive a **FREE** individualised action plan

-  **1 HELP ME I'M LOST***
Where to now?
-  **2 GET ME OUT OF HERE***
School to alternative training
-  **3 SHOW ME THE MONEY***
School to employment

**Additional fees apply*

Contact us to book your **FREE** initial consultation:

 andrew@jobquest.org.au  (02) 4960 9024



Visit our website for a full list of JobQuest services including Nationally Recognised Training.

All packages are customisable and tailored to suit your needs. Group packages available upon request.

Looking for a job can be tough!



Once you have made it to an interview, make sure you make the best impression you can with these helpful hints.



TOP 10

INTERVIEW TIPS

- 1 Look the part.**
Dress appropriately for the job you are applying.
- 2 Tick Tock!**
Be on time for the interview; arrive 10 minutes early.
- 3 Be interested.**
Show enthusiasm, have knowledge about the employer and industry. Make it clear you REALLY want the job.
- 4 Know your stuff.**
Research the company and industry.
- 5 Take a breath!**
It is normal to be nervous. Take your time to answer questions you are asked and ask questions if you do not understand what the interview is asking.
- 6 Go it alone!**
Don't bring a friend or family member into the interview with you.
- 7 Your resume is the key.**
Have a well formatted professional resume that showcases your skills. Be honest on your resume, the interviewer will be asking you questions about it.
- 8 Make the right impression!**
Make good eye contact, always greet with a hand shake, smile and be mindful of your posture and language.
- 9 Don't be afraid to ask!**
Have a relevant question ready to ask the interviewer. It looks great if you are interested in knowing more about the job and company.
- 10 Follow up.**
Be patient, but if you have not heard anything call 3 days after you expected to hear from them.

BEFORE YOUR INTERVIEW

CHECKLIST

Have I got:

- Spare copies of resume and application letter
- Pen and notebook
- Portfolio: May include original references, certificates, exam results along with copies you can leave with the interviewer/s.
- Examples of relevant work (if applicable)
- Details of interview: Time, address & interviewer's name
- Brief information about the business for last minute review on way to interview
- Umbrella (if necessary)
- Hair comb or touch up toiletries

Am I:

- Wearing an appropriate outfit for the job I am applying for that is clean and ironed?
- Wearing minimal makeup?
- Well groomed and showered?
- Taking a positive attitude with me to the interview?
- Wearing earphones or have my phone visible?
(Be sure to turn phone off and remove all distractions)

JobQuest
Connecting People and Skills



**Want more information
on how JobQuest can help you?**

Call us today

 **(02) 4960 9024**

JobQuest Newcastle